

United States District Court  
District of Oregon  
740 U.S. Courthouse, 1000 S.W. Third Avenue  
Portland, OREGON 97204

Donald M. Cinnamond  
Clerk of Court

## PACER Service Account Requirements

The Judicial Conference of the United States has recently approved a schedule of fees to be charged in the future for selected electronic records access requests by users of the CM/ECF electronic noticing and filing system<sup>1</sup>.

Even though we've been informed that the fees will not actually be charged for the next 12-18 months, the newest release (slated for installation this summer) of the CM/ECF software requires attorneys and/or law firms using the CM/ECF system to also establish an additional account with the PACER Billing Service Center in order to access the system. This requirement is in addition the CM/ECF registration requirements imposed by LR 83.3(e).

We have been assured by the AO that the "summer release" software will only simulate the billing functions of the PACER system, however the actual billing of these new fees will be deferred until at least mid-2002. Nonetheless, the Judicial Conference now requires that each sole practitioner and/or law firm must establish and maintain a PACER service account. Whether to obtain more than one account per firm is discretionary to the firm. **It is not necessary for each user to have their own PACER account** - only that the user know the firm's login and password. It is also important to note that many of your law firms may already have an established PACER account, and if you do, no further action to this notice is required.

Because the "summer release" will restrict access to those attorneys or firms with a PACER account, it is imperative that CM/ECF users open accounts if the firm does not already have one or establish additional accounts as soon as possible.

For more information, contact the PACER Service Center at the address below or access the PACER website at <http://pacer.psc.uscourts.gov>. There is additional information on the site regarding the fee for electronic records, billing criteria, and instructions about storing the login and password. The PACER Service Center hours are 8:00am to 5:00pm Monday - Friday CST. Account requests made via the PACER website take approximately 2-3 days to process. Account requests made via telephone are processed within 6-8 days.

PACER Service Center  
P.O. Box 780549  
San Antonio, TX 78278  
(800) 676-6856 or (210) 301-6440

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<sup>1</sup> A summary of the Judicial Conference's proposed schedule of fees for electronic records access can be found on our court's CM/ECF website at [ord.uscourts.gov](http://ord.uscourts.gov).